

IMT Common Admissions Process 2023

Candidate

Instruction Sheet – Part 1

- Filling and submission of Profile Details form:
 - a. Part A- Candidate details and Submission of **Statement of Purpose**.
 - b. Part B- details to be filled in case you qualify as per the **Exceptional Profile based OR exceptional work ex-based candidate**
 - c. Part C-Uploading **mandatory** documents



Dear Aspirant,

We welcome you to IMT Common Admissions process for 2023 for all IMT campuses, i.e. IMT Ghaziabad, IMT Nagpur, IMT Dubai and IMT Hyderabad. The IMT Common Admissions Process for 2023 will be conducted completely ONLINE. This document will familiarize you with the entire process, which is broadly divided into the following five stages namely:

1. Application form and successful submission
2. **Profile Detail form**
 - a. **Submission of SOP 300 words**
 - b. Filling up details in Profile detail form in case the candidates want to be considered for **Profile or Work ex based exceptional category.**
 - c. **Uploading Mandatory Documents** for Personal Interview process
3. Self-Attendance and chat room for Information and queries on the day of the Personal Interview
4. Critical Thinking Test -30 Mins
5. Personal Interview process

You have already crossed stage 1 as you have successfully submitted your application form to IMT. In this document, we will familiarise you with **Stage 2 (Part A , B & C)** of the process as mentioned above. You will receive **Stage 3, Stage 4 and Stage 5 documents** along with your Interview slot booking email later.

Stage 2 Admissions process 2023

Profile Detail form

Every aspirant who has successfully filled and submitted the online common application form for IMT 2023, is mandated to fill in a Profile detail form (PD form). The PD form link has now been enabled and is available under a “Profile Detail Form” tab in the candidate portal, which you can access once you login using your login credentials. Please note that the PD form will have some components which is prefilled basis the information you have put in the Main application form for IMT. In case you wish to modify the information, you would need to login to your main IMT application form using your unique login ID and password and edit the information given by you by going to the Edit mode. Only when you edit the information provided and save the same, the PD form will reflect the changes in the pre-filled sections of the form.

Some sections need to be newly filled in by you. Please note that uploading a recent picture of the dimensions mentioned in the PD form is mandatory and your application will only be processed, if you submit all mandatory sections of the PD form.

PD form tab screen shot:

The screenshot shows the 'Profile Detail Form' interface. At the top, there is a navigation menu with tabs: Application Form, Update Test Score, Profile Detail Form (highlighted with a blue arrow), Selection Process Slot Booking, Registration & CTPI Process, Need Help?, and Logout. The main content area is titled 'Profile Detail Form' and contains the following sections:

- Instructions:**
 - Please read the Candidate Instruction manual Part 1 thoroughly before filling up this form.
 - For Candidate Instruction Manual-1 : Click Here
 - The first few fields have already been imported from your application form. Kindly scroll down to fill in the additional details required in this form.
- Application number:** 2308535
- Name of the Candidate:** Balkeerat Singh Jassar
- Age:** 25Year 3 Month
- Upload Profile Image:** A button to upload a profile picture. Below it, text indicates: (Allowed File Size = 2MB.) (File Format: pdf, jpeg, jpg, .tmp, .png)
- Part-A Academic Qualifications:**
 - Class X:**
 - Board:** CBSE
 - Name of School:** Guru Nanak Public School
 - Year of Passing:** 2012

The part A of your profile detail form contains the following:

1. Academic qualification
2. Professional Qualification
3. Details of work experience till January 31, 2023
4. Academic Achievements, if any
5. Statement of Purpose (300 words SOP)
6. Extra-Curricular Activities

There are some portions of the Part A of your PD form which has the information on default captured via the main IMT application form submitted by you. In case you wish to edit/remove/add any portions of the same, apart from your name, email ID and phone number, you can follow the instructions and go to the candidate portal to the main application form and make changes. Post saving the changes, the same will reflect on the profile detail form.

Please fill details for each category as above in the requisite PD Form.

6. Statement of Purpose (SOP)

The PD form has a section where you need to write an SOP. You are required to write an SOP of **maximum of three hundred words (300)** words which should cover the following points:

1. Your reason to pursue a PGDM at this stage of your career
2. Why do you think IMT is the right choice for pursuing- your PGDM?
3. What is your future career goal/s in the span of next 7-10 years and how IMT can help you achieve this goal/s.

The SOP is mandatory and you would need to submit the same along with the PD form in order -for us to process your application further.

SOP Screenshot:

Statement of Purpose (SOP)*

You are required to write an SOP of maximum of three hundred words (300) which should cover the following points:

1. Your reason to pursue a PGDM at this stage of your career
2. Why do you think IMT is the right choice for pursuing your PGDM ?
3. What is your future career goal/s in the span of next 7-10 years and how IMT can help you achieve this goal/s ?

A screenshot of a web form for the Statement of Purpose (SOP). It features a large, empty text input area with a light gray border and a small cursor icon at the bottom right corner. The form is part of a larger interface, as indicated by the surrounding text and the red border of the screenshot.

Part B. Filling up details for Profile or Work ex based exceptional category.

Exceptional Profile based candidates:

The candidate should have at **least one** of the following capabilities/competencies:

- a) Whether the applicant is from a reputable and top ranked Indian premium undergrad college/university/institute.
- b) If the applicant is an undergraduate of a foreign university* as this would bring geographic diversity. In case a candidate falls in the below list, he will be eligible for an exceptional 10 point score.

**ranking in terms of FT top 100 UG colleges/universities for 2023.*

- c) **Candidates who have represented national level teams' in sports** recognized by the Ministry of Youth Affairs and Sports GOI. (<https://yas.nic.in/sports/list-of-recognised-national-sports-federations-for-the-year-2020-2021?page=1>)

Documentation:

- i) Certificate and any Govt. Approved documents evidencing representation in point no.-C
- ii) National/International level award and certification of same provided.

- d) **Candidate with other exceptional skills or talent**

Other exceptional skills or talent which can be proven via Govt. certified documents, publicly declared awards and/or rewards etc. This can be in the form of:

- i) National bravery award by Govt. of India
- ii) Entrepreneurial venture which is listed and recognized publically
- iii) Social Enterprise which is listed and recognized by the Govt. of India

The validation of documents and final shortlisting of candidates' basis above exceptional profile criteria is under the discretion of IMT and as per IMT's internal assessment, ranking and selection process. The final decision is binding and cannot be changed under any circumstances.

Please note the following:

1. **For A and B category of exceptional profile candidates, there is no need to fill in Part B of the PD form.** The candidate will automatically be shortlisted in case his undergrad college/university/institute matches the curated list of colleges/institutes/universities vetted by IMT in the backend.
2. **For C and D category of exceptional profile candidates, the candidate/s need to fill in Part B of the PD form and upload all necessary documents mentioned above.** His/Her candidature can only be processed further if he/she fills up the PD form and submits requisite documents.
3. The validation of documents and final shortlisting of candidates' basis above exceptional profile criteria is under the discretion of IMT and as per IMT's internal assessment, ranking and selection process. The final decision is binding and cannot be changed under any circumstances.

Document Upload Screenshot

Part-B

Exceptional Work Experience and Profile Based Selection

Profile Based Selection
As per the profile based criteria for short-listing, do you qualify to be short-listed under the following criteria? Yes No

Exceptional Work Experience Selection
As per the exceptional work experience criteria for short-listing at IMT :

1. Have you worked/are working in one or more of the below listed companies:

Sr.No.	Company Name
1	Select
2	Select
3	Select
4	Select
5	Select
6	Select

- 1. In case you would like to describe more about your profile to support your candidature, you can do the same in the space provided below (Maximum 500 words)**

Screenshot on ERP:

In case you would like to describe more about your profile to support your candidature, you can do the same in the space provided below (Maximum 500 words)

Exceptional Work experienced candidates:

Candidates who wish to be considered under the exceptional work experienced category need to have the following:

1. Minimum 2 years of managerial level work experience, after completion of undergrad education. Working in a family business will not be considered, unless the same is in a recognized company with defined roles and responsibilities in which candidate has a valid employment offer letter with role and salary defined in it. All monthly salary slips along with other documentation on company registered letter head needs to be provided.
2. Candidates who are working/have worked in the company, list provided in the drop down section of PD form under Exceptional work experience section will only be considered for shortlisting under this category. Candidates will be shortlisted for the interview process basis above criteria and only from companies which are listed in BSE, NSE, leading consulting companies and foreign multinationals.
3. Candidates need to fill in the work ex section of Part B of the PD form along with answering the questions and providing the following mandatorily:
 - a) Role and responsibilities for work ex
 - b) Career progression
 - c) 1 Letter of recommendation in company letterhead or via email in which the recommender's email id is registered with the company
 - d) Statement of Purpose
 - e) Coordinates of the official who is or was the reporting manager/s/client of the candidate which IMT may contact to validate the information presented.

Step 1 - Have you worked/are working in one or more of the below listed companies:

Screenshot

Exceptional Work Experience Selection

As per the exceptional work experience criteria for short-listing at IMT :
1. Have you worked/are working in one or more of the below listed companies:

Sr.No.	Company Name
1	Select
2	Select
3	Select
4	Select
5	Select
6	Select

Step 2 – In case you fall under this category, select the name of the company. Post selection in the dropdown menu the below questions will be visible to candidates falling under this category.

- **Please list down within (500 words) your roles, responsibilities and career progression specifically related to the above-selected company/s.**


Please list down within (500 words) your roles, responsibilities and career progression specifically related to the above-selected company/s.

- **Please submit (within 500 words) an additional Statement of Purpose (SOP) specifically related to your work experience and how the same translates to your short and long term career goals?**

Please submit (within 500 words) an additional Statement of Purpose (SOP) specifically related to your work experience and how the same translates to your short and long term career goals?

- **Please upload one (1) professional letter of recommendation from a current/previous reporting head/senior at your workplace. The LOR should specify your role and responsibilities in the company (under which your recommender is evaluating you) and also his/her reasons for recommendation. The recommender cannot be someone from your family or relative.**

Please upload one (1) professional letter of recommendation from a current/previous reporting head/senior at your workplace. The LOR should specify your role and responsibilities in the company (under which your recommender is evaluating you) and also his/her reasons for recommendation. The recommender cannot be someone from your family or relative.
(Allowed File Size = 2MB.)

imagespi1.jpg 

- **Please provide the name of a workplace senior/peer/reporting manager whom IMT may contact to validate the information presented by you for validating your candidature.**

Please provide the name of a workplace senior/peer/reporting manager whom IMT may contact to validate the information presented by you for validating your candidature.

<input type="text" value="Name"/>	<input type="text" value="Email"/>	<input type="text" value="Contact No"/>
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Part C – This Part of the PD form includes uploading the mandatory Documents for the form and the checklist as below before saving the PD Form :

1. Identification Document*
2. CAT Score Card
3. XAT Score Card
4. GMAT Score Card
5. CMAT Score Card
6. Graduation Document*
7. Xth Marksheet
8. XIIth Marksheet
9. Work experience

Tick mark the “I Agree “ button and click the SAVE button to successfully save your PD form.

Screen shot of document upload section in PD form:

Part-C

Upload Documents (Allowed File Size = 2MB.)

Sr.No.	Document name	Description	Attached document	Attachment
1	Identification Document *	Please note to upload the page in the document which has your photograph and not any other page/s.	<input type="checkbox"/>	Upload Document
2	CAT Score Card	Card Please upload front page of your CAT 2020 score card received/downloaded from CAT agencies/website.	<input type="checkbox"/>	Upload Document
3	XAT Score Card	Please upload front page of your XAT score card received/downloaded from XAT agencies/website.	<input type="checkbox"/>	Upload Document
4	GMAT Score Card	Please upload front page of your GMAT score card received/downloaded from GMAT agencies/website.	<input type="checkbox"/>	Upload Document
5	CMAT Score Card	Please upload front page of your CMAT 2021 score card received/downloaded from CMAT agencies/website.	<input type="checkbox"/>	Upload Document
6	Graduation Document*	Please upload your graduation mark sheet to verify to your marks/percentage. Scan & upload your mark sheets in one single document and not multiple documents. Your graduation mark sheet issued by the college/institute/university which clearly mentions your marks/CGPA OR overall percentage of marks/CGPA achieved. Please note that in case you have not finished your final year of graduation and are appearing for the final examinations in 2022, you can upload the latest mark sheets received, which clearly mentions your marks/CGPA OR overall percentage of marks/CGPA.	<input type="checkbox"/>	Upload Document
7	Xth Marksheet	Please upload your Xth mark sheet to verify to your marks/percentage.	<input type="checkbox"/>	Upload Document
8	XIth Marksheet	Please upload your XIth mark sheet to verify to your marks/percentage.	<input type="checkbox"/>	Upload Document

** Identification Document and Graduation Document are mandatory*

I agree

Thank you for filling up the Profile Detail Form.

[Save](#)

For candidates eligible for Exceptional Profile Based or Exceptional work based candidature, please fill the requisite information with supporting documents latest by **Friday, January 20, 2023**. All other information mentioned in Part A and Part C of the PD form can be submitted latest by **Wednesday 25th Jan ,2023**. Please ensure to fill the form within the mentioned deadline. No extension of deadline will be provided under any circumstances.

Please note that the PD form will not submit in case any mandatory documents are not filled. Only those candidates who have filled and submitted all the components of the PD form, will be further processed for the IMT Admissions process for 2023.